



Define comparison and contrast. Explain and name the two types of comparison and contrast discussed in Chapter 8.

- **Compare:** associating two items by pointing out similarities
- **Contrast:** distinguishing between two items by pointing out differences
- **Literal comparison or contrast:** comparing or contrasting items that share actual similarities or differences
- **Figurative comparison or contrast:** comparing or contrasting items that do not share actual similarities

For what three purposes are supporting materials used? Explain why each is important.

- Clarity
- Vividness
- Credibility

What are three of the five guidelines for using statistics properly?

- Do not rely exclusively on statistics
- Round off statistics
- Use units of measure that are familiar to your audience
- Use presentational aids to represent or clarify relationships among statistics
- Stress the impact of large numbers

definition by synonym, definition by etymology, definition by example, and definition by operation.

- Definition: an explanation of the meaning of a word, phrase, or concept
- Definition by synonym: substituting a word having similar meaning to the word being defined
- Definition by etymology: explaining the origin of the word being defined
- Definition by example: providing an instance or illustration of the word being defined
- Definition by operation: explaining how the object or concept being defined works, what it does, or what it was designed to do

What is an example? Explain what an actual example and a hypothetical example are, including examples.

- Example: a sample or illustration of a category of people, places, objects, actions, experiences, or conditions
- Actual example: a true instance or illustration
- Hypothetical example: an imaginary or fictitious instance or illustration

What is narration? Explain the difference between personal narratives and third-person narratives.

- Narration: the process of describing an action or series of occurrences; storytelling
- Personal narrative: a story told from the point of view of a participant in the action, using the pronouns I or we
- Third-person narrative: a story told from the point of view of a witness, using the pronouns he, she, or they

Describe the process for evaluating information from the internet. Make sure to include the four main areas that you should examine.

- You should examine:
 - Purpose
 - Expertise
 - Objectivity
 - Accuracy
 - Timeliness

It is important to include “oral footnotes” in your speech, if you are using supporting materials from outside sources. Explain why this is important and what these oral footnotes should include.

- “Oral footnotes” establish credibility for the supporting materials that you have used to develop your speech.
- Your citation should be specific enough to help listeners locate the source if they are interested.